

Customer Registration



Why Should I Register?

- The USDA has implemented a new streamlined process for registering customers who choose to conduct electronic transactions with USDA Agencies.
- Many USDA websites now require USDA accounts to submit information or transact business
- You can use your new Level 1 password at any participating USDA website without signing up again.

What Are The Benefits For Registering?



- Registering online will afford customers the opportunity to conduct business with the USDA in the convenience of their home or office.
- Online applications and forms provide the customer a more accessible way to conduct business with the USDA.
- Customer registration is hosted on a secure website and gives the customer the assurance that their personal information and transactions are protected.
- Online submission of forms and applications reduces process time, allowing quicker responses to your requests.
- Conducting online transactions is cost effective for USDA, allowing us to offer you services in a more efficient manner.
- Online application and forms saves you time and effort, since you no longer need to come into a USDA Service Center when the transaction is available online.



What Applications Can I Access With My Level 1 Registration?

- A Level 1 account provides limited access to USDA web site portals and applications that have minimal security requirements.

Who Do I Contact If I Have Questions?

- Questions should be forwarded to eAuthentication Help Desk
Email Address: eAuthHelpDesk@itc.nrcs.usda.gov
Telephone Number: 1-800-457-3642



Customer Registration

How Do I Register For A Level 1 Account?

- *Signing up for a Level 1 account is easy -- simply provide information in a brief customer profile, create a user ID and password, and respond to the confirmation email within 7 days.*

Step 1: Log onto www.eauth.usda.gov

Step 2: Click on “**Create An Account**”.

Step 3: You will be asked to select the appropriate Level of Access... Click on “**Level 1 Access**”.

Step 4: The New Self Registration Form is displayed (Shown Below).

Step 4: Complete the Customer Profile by entering in your personal information and click on “Continue”.

Note: Make sure that you fill in all of the fields that are marked with a red asterisk. These are required fields and the system will not allow you to submit your profile without this information.

Microsoft Internet Explorer window titled "Create an Account - Microsoft Internet Explorer". The address bar shows <https://lmweb.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel1Step1.jsp>. The page header includes the USDA logo and "United States Department of Agriculture USDA eAuthentication". A navigation bar contains links: Home, About eAuthentication, Help, Contact Us, Service Centers. A "Quick Links" sidebar on the left includes: What is an account?, Create an account (highlighted), Update your account, Employee Links, and LRA Login. The main content area is titled "Create an Account" and "Level 1 Access Step 1 of 2". It contains the instruction: "Complete the information below to create a USDA account. All required fields are marked by an asterisk (*)." Below this is a form with the following fields: "Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).", "User ID*" (6-20 characters), "Password*" (4-10 characters), "Confirm Password*", "First Name*", "Middle Initial", "Last Name*", "Home Postal/Zip Code", "Country Name*" (dropdown menu), "Email*", and "Confirm Email*". "Reset" and "Continue" buttons are at the bottom right. The footer contains: "eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "11:51 AM".

Things that you should know:

1. You can create your own User ID. However, you will not be able to change your User ID once your profile is submitted.
2. You must activate your profile account before using it to log into a USDA application. In order to activate your account you will be sent a confirmation email to the email address that you provided in your profile. The email will include an activation link that you must click in order to activate your account. Once this is completed you will be able to login to participating USDA applications as well as modify your profile information.